

Permit \_\_\_\_\_  
Date \_\_\_\_\_



## Culvert & Catch Basin Permit Application

Permit Number	
Applicant's Name	
Phone Number	
Email Address	

### Mailing Address

Street Address	
City, State, & Zip	

### Physical Address

Subdivision Name	
Street Address	
City, State, & Zip	

Are you the owner of this lot? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of Installation (Choose One)	<input type="radio"/> Driveway Culvert ONLY - not to exceed 40 feet Contractor
	<input type="radio"/> Self

Check off appropriate box(es) ONLY	<b><i>*15" diameter minimum for driveway/ditch (larger may be required for existing connections)</i></b>		
	<input type="checkbox"/>	*Driveway Culverts: _____ size _____ feet _____ quantity	
	<input type="checkbox"/>	Landscape Culverts: _____ size _____ feet _____ quantity	
	<input type="checkbox"/>	Catch Basin: _____ size _____ feet _____ quantity	

Owner \_\_\_\_\_

Designee \_\_\_\_\_

**I hereby authorise designee to approve permit.**

Inspector approval \_\_\_\_\_ Inspector disapproval \_\_\_\_\_

Permit Expires One (1) Year From Issue Date

### **Agreement**

The following regulations shall be applicable to all persons wishing to construct and/or install culverts within or upon any public drainage ditch located within the City of Diamondhead:

- 1 Prior to purchasing or obtaining culverts to be placed in or upon any public drainage ditch or canal, the property owner or his designee shall file the appropriate application along with a sketch, drawing or site plan and obtain a "culvert permit" from Public Works.
- 2 Upon receipt of the application for a culvert permit, the Public Works Director or his designee shall inspect and determine the correct culvert and grade level required.
- 3 All culverts and fill material must be purchased by the property owner receiving the required specifications from the City.
- 4 Upon completion of landscaping culvert installation, the property owner must notify the City for final inspection. Should the installation not meet the specifications, the City may:
  - 1 Require the owner to remove and reset culverts to specifications approved by the Public Works Director or his designee; or
  - 2 Remove the culverts from the ditch.
- 5 Catch basins shall be required for every fifty (50) feet of culverts. Where it is determined a deviation of this is in the best interest of the City drainage system, the Public Works Director may determine a deviation of this requirement.
- 6 Within ninety (90) days after the installation of the culverts, all catch basins shall be constructed, sealed and earthen backfill material must be in place in accordance with the specifications of the Public Works Director.
- 7 Upon completion of construction of catch basins, the property owner must notify the City for a final inspection. Should the catch basins not meet specifications, the City may;
  - 1 Require the owner to rebuild the catch basins, within a time period approved by the Public Works Director; or
  - 2 Remove catch basins from the ditch.
- 8 The installation of culverts shall be the responsibility of the property owner for landscaping culverts; however, all installations must be made in accordance with these regulations and upon completion of installation of culverts, the property owner shall notify the City for a final inspection.
- 9 ***Culverts may not be covered until inspected by the Public Works Director or his designee.***

When it has been determined by the Public Works Director that the installation of any culverts would be detrimental to the drainage of an area, it shall be unlawful for him to issue a permit to the applicant. If it is determined that an engineering study is needed for proper drainage, it will be the responsibility of the applicant to hire an engineer to do the study and present the finding to the Public Works Director for review and final determination. Notice of rejection and reasons for that rejection will be provided to the applicant.

**Land Owner has option to either self install or have a private contractor install the culvert. However procedures for completion and inspections shall be followed.**



I AGREE to these terms



I DO NOT AGREE to these terms

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Permit Expires One (1) Year From Issue Date